

City Clerk's Office
99 Foster Drive
Sault Ste. Marie ON P6A 5X6



shorttermrentals@cityssm.on.ca
705-759-2684

Short-Term Rental Application and Renewal

Submit completed application form to the City Clerk's Office. A short-term rental (STR) is the rental of all or part of a home for a period of no longer than 28 consecutive days and is typically listed on platforms such as Airbnb, VRBO or FlipKey. STRs exclude hotels and motels. STRs must comply with all applicable laws.

All registered STR operators will be required to collect and remit the 4% Municipal Accommodation Tax (MAT) on a monthly basis. For information on how to collect and make MAT payments, please refer to the City of Sault Ste. Marie website at: saultstemarie.ca/MAT.

Registration must be renewed before the expiry date to permit continued use of the STR property. It is the STR operator's responsibility to inform the City of any changes to the registration. In the event of a change in property ownership new registration is required.

If the applicant is a corporation the complete articles of incorporation, including the names and addresses of all directors and officers of the corporation at the time of application are required.

SHORT-TERM RENTAL PROPERTY INFORMATION	
Full Mailing Address of Short-Term Rental (STR) Property:	
Initial Application Renewal	Number of bedrooms available for guests to use? Maximum number of guests allowed in a unit
Housing Type House (single/semi-detached) Duplex/triplex/fourplex Townhouse Apartment/condominium Accessory building (e.g. coach house) Other:	Is the operator a tenant or registered owner of the property? Registered Owner Tenant* *An authorization form is required from the owner and/or management

What part of the property will be rented? Entire building or unit (e.g. personal bedroom, bathroom, kitchen, and entrance) Rooms within the building (e.g. personal bedroom, but shared bathroom, kitchen, and entrance).		Consent from condominium corporation or Property management received <div> <div>Yes</div> <div>No</div> </div>	
STR OPERATOR INFORMATION			
First and Last Name		Telephone Number	Email
Address		City	Postal Code
Corporation Name, if applicable			
Emergency Contact Name		Telephone Number	Email
Driver's Licence or Ontario Photo Card Number			
<i>The emergency contact must be available 24/7 and willing to act on your behalf should a concern arise and you are not available.</i>			

Community Safety Requirements – Self Declaration

Smoke alarms are installed on all levels of the dwelling, outside all sleeping areas, between the sleeping area and the remainder of the home, and are maintained in operating condition in accordance with the manufacturer's instructions. The owner shall test smoke alarms annually and after every change in tenancy. The owner shall test carbon monoxide alarms annually and after every change in tenancy		
Yes	No	
If the dwelling has a fuel burning appliance, fireplace and/or is connected to a garage, please confirm that the dwelling has carbon monoxide alarms installed adjacent to each sleeping area and are maintained in operating conditions in accordance with the manufacturer's instructions. The owner shall test smoke alarms annually and after every change in tenancy. The owner shall test carbon monoxide alarms annually and after every change in tenancy		
Yes	No	Not Applicable
<ul style="list-style-type: none"> • "Test" means activating the alarm via the test alarm feature. • A "written record" shall be maintained of all tests, kept on site and made available to the Chief Fire Official upon request. 		

I _____ certify that the information contained in this application and other attached documentation is true to the best of my knowledge.

I _____ shall defend, indemnify and save harmless The Corporation of the City of Sault Ste. Marie, its officers, Council members, partners, agents and employees from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury and to damage to or destruction of tangible property including loss of revenue or incurred expense arising directly or indirectly from use, management, and operation of the STR property as set out in this Short Term Rental Registration and Renewal application.

Signature of Applicant/Agent

Date:

Agency Approval and Sign-Off

Applicants must contact the relevant City Departments listed below, in the order presented, for information and approval prior to submitting this application form. An official from each department must sign off in this section for the City Clerk to deem this application complete. **The application fee must be collected prior to Agency Approval.**

1. Building Division

building@cityssm.on.ca
705-759-5410

Official's Name
Official's Signature
Date of Signature

Property has passed the file reviewed and/or on-site inspection (whichever is deemed necessary).

2. Fire Services

fire@cityssm.on.ca
705-949-3333

Official's Name
Official's Signature
Date of Signature

Property has passed on-site inspection.

3. Finance Department

MAT@cityssm.on.ca
705-759-5278

Official's Name
Official's Signature
Date of Signature

MAT form(s) have been submitted and deemed complete.

Documents to Include with Registration/Renewal Form
<p>If the applicant is a tenant, a letter of authorization from the property owner is required.</p> <p>If the STR unit is within a building or other units, or where owners jointly share common areas such as pools, garages, elevators, outside hallways and gyms, authorization from the condominium board or property management company is required.</p> <p>Photocopy of the operator's driver's licence or Ontario Photo card.</p> <p>Confirmation of Approval from City Departments (if submitting for final authorization).</p> <p>Copy of the Certificate of Liability Insurance (COI), naming: "The Corporation of the City of Sault Ste. Marie, 99 Foster Drive, Sault Ste. Marie, ON P6A 5X6"</p> <p>as an additional insured for a minimum of \$2 million. The COI should also indicate that short-term rentals are included.</p> <p>Level 2 Police Background check performed on the owner from their home-based municipality.</p>